

Angela Lehmann

Hard-working and dependable freelance artist with 7+ years experience seeking a career change. Excels in communication, time management, and collaborative work to deliver top-notch results and meet deadlines.

Palm Harbor, FL 34685
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EXPERIENCE

Ecommerce, Palm Harbor, FL — Owner/designer

April 2022 - PRESENT

Oversee all aspects of small business operations including designing, customer service, and marketing

Analyze customer feedback to identify opportunities for product improvement and increased customer satisfaction

Develop and execute marketing strategies to drive traffic and boost sales, utilizing social media and search engine optimization (SEO)

Self Employed, Palm Harbor, FL — Freelance Artist

May 2016 - PRESENT

Demonstrate strong communication and problem solving with clients

Knowledge of basic business principles including creating invoices and managing finances

Zoro Tools, Buffalo Grove, IL — Customer Service

December 2021 - March 2022

Demonstrated exceptional verbal and written skills to effectively assist customers and address their inquiries in a timely manner

Meticulously maintained and updated customer records

Proficiently managed high call volumes and email inquiries while providing personalized customer attention

EDUCATION

**St. Petersburg Community College, Tarpon Springs, FL —
AS Biotechnology Laboratory Technology**

University of South Florida, Tampa, FL — BA Psychology

SKILLS

72 WPM typing speed

Spreadsheet management

Microsoft Word, Powerpoint,
Excel

Google Suite

Problem-solving

Attention to detail

LANGUAGES

English

Intermediate Spanish